

**NEW JERSEY HEALTH CARE FACILITIES  
FINANCING AUTHORITY**

**JOB DESCRIPTION  
ASSISTANT DIRECTOR OF RESEARCH, INVESTOR RELATIONS  
& COMPLIANCE**

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**DEFINITION:**

Under the direction of the Director of Research, Investor Relations and Compliance, the Assistant Director of Research, Investor Relations & Compliance oversees and participates in the daily activities of the Division. These include; research and analysis to allow the Authority to anticipate or respond to developments in the health care industry; development and maintenance of data bases to evaluate the fiscal condition of health care facilities, and design and implementation of surveillance policies and procedures to ensure that borrowers fulfill their obligations under the Authority's loan documents and assist the Department of Health and the Department of Human Services monitor other health care organizations. The Assistant Director of Research, Investor Relations & Compliance will also assist senior management in the monitoring and analysis of borrower management, governance and finances and other special projects.

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**EXAMPLES OF WORK:**

- Oversee the operation of several financial data bases;
  - Review data to ensure consistency and accuracy; and
  - Recommend proper classification of financial elements based on accounting principles and Authority's financial monitoring goals.
- Review various sources of information to determine material changes in key financial and operational indicators;
- When requested, participate with senior management at meetings with the Department of Health and other State departments or agencies as well as borrowers, trustees and credit enhancers to address areas of concern;
- Assist in the development of policies and procedures affecting the release of borrower information to investors and facilitate the exchange of information between borrowers and investors;
- Respond to inquiries from investors and others in the financial community regarding general or specific transaction-related issues or concerns;
- With the Director of the Division, supervise the Compliance Manager and Database Administrator and other staff in the Division;

- Review financial projections provided for proposed financings; and
- Assist the Executive Director and/or the Director of Research, Investor Relations and Compliance in performing special projects as they arise.

#### **KNOWLEDGE AND SKILLS:**

- Thorough knowledge of accounting principles;
- Familiarity with tax-exempt and taxable financing for health care facilities;
- Familiarity with government grant programs and accounting thereof;
- Ability to conduct quantitative analyses, including development of models;
- Working knowledge of word processing, presentation, spreadsheet and data base software; Microsoft applications preferred;
- The ability to interpret and analyze both financial and operational data and to develop formats for recording and reporting such information;
- The ability to comprehend and analyze Authority bond documents and to develop internal controls to enhance compliance monitoring activities;
- The ability to communicate effectively, both orally and in writing; and
- Valid Driver's License and access to a vehicle available to travel to and from meetings.

#### **EDUCATION/EXPERIENCE:**

- A Bachelors Degree in Accounting, CPA strongly preferred.
- A minimum of five years accounting and/or finance experience, preferably in a health care organization, auditing firm or other similar industries.

*\*\*\*This job description is a general job description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of New Jersey Health Care Facilities Financing Authority ("NJHCFFA") are expected to perform tasks as assigned by NJHCFFA supervisory/management personnel, regardless of job title or routine job duties.\*\*\**